

OPM Steering Committee

With Select Board

Thursday, January 7, 2021 at 6 p.m. via Zoom

OPM Steering Committee Present: Jim Ayres, W. Kim Boas, Jason Connell

Brenda Lessard, Jean O'Neil, Paul Wetzel, Denise Wickland

Absent: Don Bonham

Others: Kevin Chrobak (architect – Juster Pope Frazier), William Sayre (Select Board), David Mathers (Selectboard), Charlene Nardi (Town Administrator)

The meeting was called to order at 6:02 p.m.

On a motion moved and seconded (BL, DW), the Committee voted by a majority to approve the minutes from December 17, 2020. Jason Connell abstained.

The Committee discussed the draft newsletter. It was noted that Paul Wetzel and Jean O'Neil did an excellent job building on the P3 draft. The Committee offered minor edits.

- Option 1 – need to add a con that clarifies using the James is not only costly and awkward, it isn't a good setup for the operations of the FD and PD.
- Should we note in some way that renovating existing town offices is less expensive than renovating the James building?
- \$ costs in the draft newsletter are accurate based on current estimates
- Reduce the cost of option 1 to \$5.1 million
- Diagrams – labels larger, but don't over label
- Tax Implications should be an average versus a range
- Discussed whether we should show a visual of the work done to reduce the size of the building – it was decided to not do this.
- Include the details and condition of current facilities – when built and general conditions
- Newsletter should be a separate mailing on its own, in color
- Discussed using a rendering of the grounds around the building. Decided not to do that because the cost of that can't be part of this project and the full community should be a part of the vision.
- Need to add some links and details about future meetings – ways to get more information

The cost of the project was discussed. It is felt that if the town uses the existing parking lot area, we could reduce the cost of the entire project construction and FFE (fixtures, furniture, equipment) to \$5.1 million. The Committee also agreed to go after FEMA grants for the sprinkler system and protective gear (lockers, clean air extractor, washer) which could save up to \$112,000 (\$75,000 to \$82,000 and \$20,000 to \$30,000). Discussed that cost could even be

further reduced to under \$5 million if we can vote and get it out to bid sooner than fall 2021. This is time sensitive and there is a narrow window to be able to do it.

The Committee will meet with the Fire and Police Department members on Wednesday, January 13, 2021 at 6 p.m.

Discussed ways to reach out and educate the Community about the work done and with what items.

- All Boards meeting – set on a Thursday by Board of Selectmen – early February
- Have Kevin and Rob do a recorded presentation of the work done, recommendation and costs – similar to what was done by Kevin and Rob when Committee met with Finance and Capital Planning Committee – Jim and Charlene to discuss with Rob and Kevin
- Utilize all of P3 resources under the contract – pulling videos together – Jim and Charlene to discuss with Rob
- Discussed having Committee members record a segment of presentation
- Discussed identifying specific folks in the community to have them do video recording snippets for the presentation – (Dave Mathers, Jim Moran, Mitch Cichy, police and fire department members).
- Pulling all the videotaped / recorded sections together in a cohesive professional presentation
- Record the Zoom meetings – plan two zoom meetings
- Post the video presentation and snippets on the website
- Color Poster Boards and one-page handouts – who?
- Having someone pull those snippets together into a full video – check with outside folks (Bob Labrie)
- Make sure access to the original video of the conditions of the current facilities is available.
- Post recording / video on to Channel 15 – comcast
- Put a blurb in the Senior Center newsletter

Next meeting is Thursday, January 21, 2021 at 6 p.m.

Adjourned (BL, PW) at 7:33 p.m.